

**THE PUBLIC SCHOOLS
METUCHEN, NEW JERSEY**

**THE ANNUAL REORGANIZATION MEETING
of the Metuchen Board of Education**

Metuchen High School
400 Grove Avenue
Metuchen, NJ 08840

**Tuesday, January 7, 2025
7:00pm**

1. Call to Order by Pro-Tem Chair, Michael A. Harvier, Board Secretary

2. Sunshine Statement and Announcement of Purpose of Meeting

I hereby make this statement to indicate compliance with the Open Public Meetings Act known as Chapter 231 of the Public Laws of New Jersey, 1975, which became effective 90 days after enactment, January 19, 1976.

Notice of this meeting was given by providing the location, time and date of this meeting, and posting of the same on the front door of the Board of Education offices, by delivering copies to the Borough Hall and the Metuchen Public Library, The Home News and Tribune, and by filing a copy with the Borough Clerk as prescribed by this law.

3. Flag Salute

4. Administration of Required Oaths to the Board Members Elected on November 5, 2024.

5. Roll Call

| | | | |
|--------------------|--|--------------|--|
| Mr. Bhatt | | Ms. Killean | |
| Ms. Cheatham | | Mr. Lifton | |
| Mr. Derflinger | | Ms. Shrestha | |
| Mr. Glassberg | | Dr. Spigner | |
| Dr. Johnson-Marcus | | Mr. Suss | |

6. Announcement of Election Results

| Candidates in Ballot Order | Total Votes |
|-----------------------------------|--------------------|
| Deborah Spigner | 4,473 |
| Nadiyah Cheatham | 4,405 |
| Chris Derflinger | 4,374 |

7. Pro-Tem Chair Will Conduct Election of the Board President

8. President Takes Chair

9. Board President Will Conduct Election of the Board Vice-President

10. Meeting Open to the Public on all Previous Items

11. Presentation/Discussions

12. Remarks by President

13. Report of Superintendent

14. Committee Reports

15. Old Business

16. New Business

17. Meeting Open to the Public

(for comments on the recommendations of the Superintendent of Schools)

18. Approval of the Minutes of the Board of Education Meetings

Move to approve the minutes of the following meetings:

| | |
|-------------------|------------------------------|
| December 10, 2024 | Special Business Meeting (1) |
| December 10, 2024 | Special Business Meeting (2) |
| December 10, 2024 | Board Meeting |

19. Recommendations of the Superintendent of Schools

(at this time the Board will take formal action on the following items – see attachments)

Oftentimes it may appear to members of our audience that the Board of Education takes action with very little comment and in many cases a unanimous vote. Before a matter is placed on the agenda at a public meeting, the administration has thoroughly reviewed the matter with the Superintendent of Schools. If the Superintendent is satisfied that the matter is ready to be presented to the Board of Education, it is then referred to the appropriate board committee. The members of the board committee work with administration and the Superintendent to assure that the members fully understand the matter. When the committee is satisfied with the matter, it is presented to the Board of Education for discussion before any final action is taken. Only then, is it placed on the agenda for action at a public meeting.

A. PERSONNEL

Motion/Second/Comments/Roll Call

1. Leave of Absence - Certificated Staff

Move to approve the leave of absence of Melissa Gallo, 2nd Grade Teacher at Campbell School, effective approximately April 28, 2025 through approximately November 2, 2025.

2. Resignation - Lunch Aide

Move to accept the resignation of Deborah Knight, Lunch Aide at Edgar School, effective December 18, 2024.

3. Robotics - Chaperone

Move to approve Ed Ronk as the chaperone for the FLL Gifted & Talented robotics competition in Bridgewater on November 23, 2024 and in Bound Brook on November 24, 2024 at the teacher hourly rate of \$50/hour.

4. Rescind and Approve Non-Instructional Stipend

Move to rescind and approve the following non-instructional stipend for the 2024-2025 school year effective January 1, 2025 (Agenda 08/13/2024, Section 13, A2):

| Name | Position | Stipend |
|--------------------------------|---|---------|
| Rescind: John Butler | AM Edgar Student Supervision Security (.67) | \$4,699 |
| Approve: Nick Tay | AM Edgar Student Supervision Security (.67) | \$4,699 |

5. Home Instruction

Move to approve Lisa Lombardi to work Home Instruction for the 2024-2025 school year, as needed, at a rate of \$61/hour.

6. Appointment- Certificated Staff

Move to approve the appointment of Gina Kish, Special Education Teacher at Campbell School, for the 2024-2025 school year, at a salary of \$57,675/year, Step 1A, effective January 8, 2025, pending receipt of NJ certification, through June 30, 2025.

7. Supplemental Instruction

Move to approve Michael Butler to provide supplemental instruction for the 2024-2025 school year at the teacher hourly rate of \$50/hour not to exceed 25 hours.

8. Clubs and Co-Curricular Activities - Revisions

Move to rescind and approve the following co-curricular activities for the 2024-2025 school year as listed (Agenda 09/10/2024, Section 13, A7):

| Metuchen High School | | |
|--|---------------------------|----------|
| Name | Club | Stipend |
| Rescind: Richard Cundari | Math Honor Society (C) .5 | \$805.50 |
| Campbell Elementary School | | |
| Name | Club | Stipend |
| Rescind: Christopher Peckhardt | Chorus-Grade (C) 3&4 | \$1,611 |
| Approve: Stefeny Stofa-Krombholz | Chorus-Grade (A) 3&4 | \$1,192 |

9. Retirement - Lunch Aide

Move to accept, with regret, the retirement of Joan DiFino, Lunch Aide at Campbell School, effective December 31, 2024.

10. Leave of Absence - Paraprofessional

Move to approve the leave of absence of Rose Di Leonardo, Paraprofessional at Campbell School, effective December 4, 2024 through approximately April 3, 2025.

11. Leave of Absence - Paraprofessional

Move to approve the leave of absence of Gayathri Karthik, Paraprofessional at Moss School, effective December 18, 2024 through approximately January 15, 2025.

12. Intermittent Leave of Absence - Certificated Staff

Move to approve the intermittent leave of absence of Eric Stein, Speech-Language Pathologist at Campbell School, effective February 4, 2025 through February 12, 2025 (Agenda 10/15/24, Section 13 A6).

13. Appointment - Intermittent Leave Replacement

Move to approve the appointment of Isabelle Filiciello, Intermittent Leave Replacement for Eric Stein, Speech-Language Pathologist at Campbell School, effective February 3, 2025 through February 12, 2025, and per diem work as needed throughout Mr. Stein's Intermittent Leave, at a rate of \$311.76/day.

14. Appointment of Substitutes

Move to approve the appointment of substitutes for the 2024-2025 school year as listed on the chart below, effective January 2, 2025, pending completion of substitute training and criminal history clearance:

| 2024-2025 Substitutes for Board Approval 1/7/25 | |
|---|-----------------------------------|
| Pay Rates - \$105/day - Substitute with 30+ college credits | |
| \$110/day - Substitute with bachelor's degree (no teacher cert) | |
| \$115/day - NJ Teacher Certification | |
| \$16/hour - Paraprofessional Substitute | |
| \$16/hour - Secretary Substitute | |
| \$200/day - Nurse Substitute | |
| Sub Name | Certification/Sub Category |
| Dilfuza Latipova | Substitute with college degree |
| Gianna Vega | Substitute paraprofessional |
| Reese Herzog | Substitute with college credits |
| Gina Kish | Substitute with college degree |

15. Formal Mentor

Move to approve the following formal mentor teacher to work with the following mentee teacher for the 2024-2025 school year:

| New Teacher/Leave Replacement | School | Mentor | Payment Traditional Route \$550 |
|--------------------------------------|---------------|----------------|--|
| | | | Alternate Route \$1,000 |
| Gina Kish | CES | Alyssa Polesky | \$550 (pro-rated) |

16. Formal Mentor Training

Move to approve the following mentor to attend mentor training, for 1 hour at the rate of \$50/hour:

| |
|------------------|
| Alyssa Zimmerman |
|------------------|

-----end of personnel section-----

B. FINANCE

Motion/Second/Comments/Roll Call

1. Renewal - NJSBA Coop Agreement

Move to approve NJSBA K12 Classroom Products and Services - Contract #E-8801-NJSBA-ACES-CPS.

2. Professional Development

Move to approve the following professional development activities as shown on the following chart:

| Start Date | End Date | Activity Title | Name | Building | Approved | Payment | FFPI Proposal # |
|------------|------------|---|-------------------------------|----------------|------------------------------|---------|-----------------|
| 10/18/2024 | 10/19/2024 | NJIDA Thirty Ninth Annual Conference | Galassa, Francine | Campbell | \$325 | FFPI | 25-091 |
| 12/6/2024 | 12/6/2024 | Rutgers Collaboration | Azevedo, Suzy | Edgar | \$0 | No cost | |
| 12/11/2024 | 12/11/2024 | National Forum on Character | Levin, Lisa | Campbell | \$0 | No cost | |
| 12/11/2024 | 12/11/2024 | Scoring for State School of Character Application | Kirschner, Brooke | Campbell | \$0 | No cost | |
| 12/12/2024 | 12/12/2024 | Hoover Truck's Propane Bus Demonstration | Plancher, Marissa | Central Office | not to exceed \$39 (mileage) | Other | |
| 1/10/2025 | 1/10/2025 | AP STEM Roundtable | Green, Samantha | MHS | \$0 | No cost | |
| 1/10/2025 | 1/10/2025 | AP stem roundtable | Wang, Jingjing | MHS | \$12.09 | FFPI | 25-088 |
| 1/14/2025 | 1/15/2025 | Rutgers Public School Collaborative: New Facilitator Training | Upshaw, Katherine | Moss | \$0 | No cost | |
| 1/14/2025 | 1/15/2025 | Rutgers Public School Collaborative: New Facilitator Training | Schlavis, William | MHS | \$0 | No cost | |
| 1/15/2025 | 1/15/2025 | Mandatory Training for Spring 2025 New Jersey Student Learning Assessments (NJSLA) and New Jersey Graduation Proficiency Assessment (NJGPA) | Mills, Heather | Central Office | \$0 | No cost | |
| 1/21/2025 | 1/21/2025 | Harassment, Intimidation, or Bullying (HIB) Training Program | Evans, Neyda | Edgar | \$198.92 | Other | |
| 1/22/2025 | 1/22/2025 | Maximize the Power of Your Small Group Reading Instruction | Masters, Sarah, Sporer, Emily | Moss | \$295 each | FFPI | 25-084, 25-081 |
| 1/24/2025 | 1/24/2025 | Investigating Climate | Wang, Jingjing | MHS | \$5 | FFPI | 25-089 |

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| | | | | | | | |
|-----------|-----------|---|---|----------------|--|---------------------|--------|
| 2025 | 2025 | Change through Dance: How to leverage climate change standards in your content's curriculum | | | | | |
| 1/24/2025 | 1/24/2025 | Stage Technology Upgrade Training | Flynn, John | Campbell | \$0 | No cost | |
| 1/24/2025 | 1/24/2025 | Stage Technology Upgrade Training | Porowski, Ed, Jacobi, Jacquelyn, Stike, Brian, Krombholz, Stefeny, McEwan, Christopher, Messenger, John | MHS | \$0 | No cost | |
| 1/24/2025 | 1/24/2025 | Stage Technology upgrade training | Jaye, Ashley | Central Office | \$0 | No cost | |
| 1/24/2025 | 1/24/2025 | Stage Technology upgrade training | Keyes, Robyn, Peckhardt, Christopher | Edgar | \$0 | No cost | |
| 1/24/2025 | 1/24/2025 | NJ Math Supervisors' Roundtable | Lemerich, Kathryn | Central Office | \$29.33 | Other | |
| 2/1/2025 | 2/1/2025 | NJIDA Presents WIFFT: Winter Institute Food for Thought | Cadel, Ellissa | Campbell | \$90 | FFPI | 25-093 |
| 2/4/2025 | 2/4/2025 | Responsive Classroom - Responding to Misbehavior | Upshaw, Katherine | Moss | \$299 | FFPI | 25-094 |
| 2/6/2025 | 2/6/2025 | AI in Education, Grades 4-12 ELA: Problems, Potentials, and Possible Futures | Mertz, Emily | Edgar | \$180 | FFPI | 25-095 |
| 2/6/2025 | 2/6/2025 | AI in Education, Grades 4-12 ELA: Problems, Potentials, and Possible Futures | Presuto, Emily | Edgar | \$180 | FFPI | 25-096 |
| 3/7/2025 | 3/7/2025 | EMPOWERing Educators with Engagement, Motivation, Practice, Opportunity, Well-being, Equity, and Resilience | Omark, Lindsey | Campbell | \$0 | No cost | |
| 3/10/2025 | 3/12/2025 | The School Bus Summit, Scottsdale, AZ | Plancher, Marissa | Central Office | \$0 | no cost to district | |
| 3/14/2025 | 3/15/2025 | AR: Key to a Strong Organization | Santasieri, Erin | Campbell | \$0 | No cost | |
| 3/26/2025 | 3/28/2025 | School Transportation Supervisors Conference in Atlantic City | Plancher, Marissa | Central Office | not to exceed \$850 (registration fee, | | |

| | | | | | | | |
|-----------|-----------|---|------------------|-------|--------------------------------|-------|--------|
| | | | | | hotel, mileage, parking meals) | | |
| 3/28/2025 | 3/28/2025 | Unsettling Autism | Robbins, Melissa | Edgar | \$314 | FFPI | 25-090 |
| 5/2/2025 | 5/2/2025 | PCG and NJPSA/FEA 7th Annual Special Education Summit PSEL Standards: 4,5 and 6 | Lewis, Patricia | Edgar | \$150 | Other | |

3. Duties of Business Administrator/Board Secretary

Move to approve the following duties/position of Michael A. Harvier, Business Administrator/Board Secretary through December 31, 2025:

- a) PACO-Public Agency Compliance Officer for Affirmative Action.

4. Out of District Placement 2024-2025 School Year

Move to approve the following 2024-2025 school year out of district student placement:

| ID# | School | Total |
|----------|--------------------------|----------|
| 20291077 | Hackensack Middle School | \$22,105 |

5. Nonpublic Security Aid

Move to approve the following nonpublic security aid for the 2024-2025 school year. These expenditures are required for the district to fulfill certain legal obligations under state legislation to administer federal or state funds provided to nonpublic schools within our jurisdiction:

| School | Vendor | QTY | Item # | Description | Price | Total |
|------------------------------|---------------------------------|-----|-----------------------------|--|----------|-------------|
| St. Francis Cathedral School | Ocean Systems Integrators, Inc. | 12 | SaplingaQSAL 4BS-12R-0-#714 | Analog; Wireless Slim Line, 900 MHz, 12" Round, Battery Operated, Surface Wall Mount, Black Case | \$155.33 | \$ 1,863.96 |
| St. Francis Cathedral School | Ocean Systems Integrators, Inc. | 1 | Sapling-OSAL 48S-16R-0-#716 | Analog, WirelessSlimUnei900 MHz,16" Round, Battery Operated, SurfaceWallMount, BlackCase | \$200.57 | \$ 200.57 |
| St. Francis Cathedral School | Ocean Systems Integrators, Inc. | 1 | Sapling-SAG 1200-1-#743 | Wire guard for analog clock | \$91.23 | \$ 91.23 |
| St. Francis Cathedral School | Ocean Systems Integrators, Inc. | 13 | E-BATT-#722 | Duracell Procell Alkaline Battery (1)- | \$3.09 | \$ 40.17 |
| St. Francis Cathedral School | Ocean Systems Integrators, Inc. | 8 | Labor | Project Management Labor | \$163.00 | \$ 1,304.00 |

| | | | | | | |
|------------------------------|---------------------------------|---|-------|---|----------|------------|
| St. Francis Cathedral School | Ocean Systems Integrators, Inc. | 8 | Labor | Electrician Foreman - Installation Labor | \$163.95 | \$ 1311.60 |
| St. Francis Cathedral School | Ocean Systems Integrators, Inc. | 8 | Labor | Electrician Journeyman - Installation Labor | \$140.11 | \$ 1120.88 |

6. Technology Equipment Disposal

Move to approve the disposal of the obsolete equipment on the attachment.

7. Resolution - Centralpack Engineering Corp. Contract

WHEREAS, on December 19, 2024, the Metuchen Board of Education (“Board”) held a public bid opening for the HVAC Upgrades at Multiple Schools project (“Project”); and

WHEREAS, the Board received three (3) bids at the public bid opening; and

WHEREAS, the lowest numerical bid was submitted by Centralpack Engineering Corp., Hibernia, New Jersey, with a total bid, inclusive of a \$30,000.00 General Allowance, of \$835,500.00 broken out per school as follows: \$133,000.00 for Campbell Elementary School, \$308,000.00 for Edgar Middle School, and \$394,500.00 for Metuchen High School; and

WHEREAS, the Board has determined Centralpack Engineering Corp. to be the lowest responsible bidder.

NOW, THEREFORE, BE IT RESOLVED that the above recitals are incorporated as if set forth here at length.

BE IT FURTHER RESOLVED that pursuant to New Jersey’s Public School Contracts Law, the Board hereby awards a contract for the Project to Centralpack Engineering Corp. in the total amount of \$835,500.00 as set forth above.

BE IT FURTHER RESOLVED that upon receipt of the executed contract, bonds, insurance certificate and other contract documents from Centralpack Engineering Corp., the Business Administrator is authorized to return the bid securities to the bidders, if requested.

-----end of finance section-----

C. POLICY

Motion/Second/Comments/Roll Call

1. Suspensions

The board hereby acknowledges receipt of the suspension report for December 9, 2024 - January 3, 2025.

2. Harassment, Intimidation and Bullying

Move to affirm the findings of the previously reported cases:

- EMS111324001
- EMS111324002
- EMS111824001

3. First Reading of Policy

Move to approve the first reading of the following policy:

- ❖ P 2365 Acceptable Use of Generative Artificial Intelligence (AI)

-----end of policy section-----

D. CURRICULUM

Motion/Second/Comments/Roll Call

1. Field Trips

Move to approve the following field trips for students in the Metuchen School District as shown:

| School | Destination | Class/Group/ Purpose | Teachers/ Advisors | Date(s) | No. Of Students | Board Cost- Transportation | Number of Subs Needed |
|--------|---|--|-----------------------------------|---|------------------------|---------------------------------|-----------------------------|
| MHS | Montgomery High School | Grades 9-12; The Robotics team will attend the Kick off event for FRC. Attendance is necessary to obtain parts for competition. | Kevin Smedley and Jerred Cook | 1/4/2025 | 30 | \$220 | no subs needed |
| MHS | Middlesex County Courthouse | Grades 9-12; Mock Trial Competition | Kevin Smedley | 1/27/2025 1/28/2025 1/29/2025 bus leaves at 3pm after school | 12 12 12 | \$140 \$140 \$140 | no subs needed |
| MHS | Campbell Elementary School | Grades 11 & 12; The Science National Honor Society members travels to Campbell every year and teaches science lessons to students in Jonathan Nolde's classes. | Ryan Clapp | 2/4/2025 | 21 | \$80 | 1 sub needed |
| EMS | MoMath, the National Math Museum(Previously approved on | Grades 7 & 8; Students will attend trip to MoMath to see and explore math careers and how math is used to solve real-world | Chrissy Kremer, Ed Albanese, Kate | 2/11/2025 | 73 | \$0 | 3 sub needed |

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| | | | | | | | |
|-----|--|---|---|--------------------------------|-----|-------|----------------|
| | the 8/27/24 agenda) | problems. Also to learn about how math theories are proven by observation and experimentation. | Lemerich, Amy Dees and Laura Vergara | | | | |
| MHS | Campbell Elementary School | Grade 12; Safety Ambassador's Trip to Campbell | Sarah Karger | 2/13/2025 | 9 | \$50 | 1 sub needed |
| MHS | Campbell Elementary School | Grade 12; Safety Ambassador's Trip to Campbell | Danielle Cermak | 3/5/2025 | 9 | \$50 | 1 sub needed |
| MHS | Campbell Elementary School | Grade 12; Safety Ambassador's Trip to Campbell | Karin Flores | 3/27/2025 | 8 | \$50 | 1 sub needed |
| MHS | Campbell Elementary School | Grade 12; Safety Ambassador's Trip to Campbell | Danielle Cermak | 4/10/2025 | 8 | \$50 | 1 sub needed |
| EMS | Camp Mason | Grade 5; Outdoor Education/SEL Trip | Jennifer Cecchine, all 5th grade teachers and additional teachers from EMS, CES and MHS TBD | 4/23/2025 - 4/25/2025 (3 days) | 180 | \$0 | TBD |
| MHS | NJ Envirothon | Grades 9-12; Students will be competing in the NJ Envirothon Competition | Yoko Kato | 5/17/2025 | 10 | \$330 | no subs needed |
| MHS | Peru: Cuzco, Machu Picchu, & Lake Titicaca | Grades 11-12; This trip would be a Social Studies/History tour of Lima, Cuzco, Machu Picchu and Lake Titicaca. This tour would provide the unique opportunity to learn about the history of Peru (as a whole) and the Incas (more specifically). The dates are tentative depending on the District's 2026 spring break dates. | Chris Giddes, Karin Flores | 3/28/2026 (9-day tour) | 46 | \$0 | TBD |
| MHS | Cuba | Grades 10-12; Cuba offers a glimpse of colonial history with the Spanish. It also has a shared history with the US from the Cold War onward. Furthermore, English students study Latin American poetry which includes many great Cuban poets. We also study post-colonial | Adam Levy, Chris Giddes, Nick Vosinas, Additional teachers as chaperones | 7/11/2026 - 7/19/2026 (9 days) | 33 | \$0 | no subs needed |

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | literature and Cuba offers a perfect example of post-colonial discourse. Finally, Spanish students can explore a culture that has been frozen in time and practice their Spanish skills in a real-world setting. | | | | | |
|--|--|--|--|--|--|--|--|

2. Internship

Move to approve Katie Upshaw to complete internship requirements for the William Paterson University National Educational Leadership Prep Program at Moss School, under the supervision of Jennifer Asprocolas, for the 2024-2025 school year.

3. Book Disposal and Approval

Move to approve the disposal and approval of the following texts:

| Title | Author | Course | Publisher | Copyright | Qty | Location | Replaced by |
|----------------------------------|-------------------|----------------|---------------------|-----------|-----|----------|----------------------------------|
| AMSCO AP Psychology, 2nd Edition | Brandt & Hamilton | AP PSYCHOL OGY | Perfection Learning | 2020 | 44 | 202 | AMSCO AP Psychology, 3rd Edition |

4. Curriculum Guides

Move to approve the implementation of the following revised curriculum guides:

| Curriculum Guide | |
|-----------------------|--------------|
| Subject/Course | Grade |
| English Language Arts | Kindergarten |
| AP Chemistry | 11-12 |

-----end of curriculum section-----

20. Reorganization

a. Set Regular Meetings of the Board of Education

Move to approve the Board of Education Meeting Schedule for 2025.

b. NJSBA Code of Ethics

Move to approve the adoption of the NJSBA Code of Ethics for 2025.

21. Meeting Open to the Public *(for anything you wish to discuss)*

22. Announcements

23. Motion to Go Into Executive Session *(when applicable)*

Resolution to Close Meeting

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BE IT RESOLVED, pursuant to the Sunshine Act, N.J.S. 10:4-12 and 13, that the Board of Education will now meet in executive session to discuss _____ and that matters discussed will be disclosed to the public as soon as the reason for confidentiality no longer exist.

24. Adjournment